

## REPORTING GUIDELINES FOR SPECIAL EDUCATION PROGRAMS (Screens 18 and 20)

### **Special Education Teachers in ECSE and K-12 Programs**

For each assignment indicate the proper course code, grade level, program code, delivery system, minutes per week and enrollment, as appropriate for each building.

See the Division of Special Education web site:

(<http://www.dese.mo.gov/divspeced/DataCoord/personnel.html>) for a table of allowable combinations of coding for special education teachers and other technical assistance documents.

#### **Course Numbers:**

- See Exhibit 10 for a complete listing of course numbers and names.
- Most special education teaching and non-teaching assignments and IEP case management course numbers begin with “19” with the exception of other miscellaneous duty codes.

#### **Grade Levels:**

- See Exhibit 12 for a complete listing of grade levels along with definitions.

#### **Program Codes:**

- See Exhibit 13 for a complete listing of program codes along with definitions.
- Special Educators will use program codes 06, 09, 16, 17 and 19 as appropriate.

#### **Delivery Systems:**

- See Exhibit 14 for a complete listing of delivery systems along with definitions.
- Special Educators will use delivery systems Co-teaching (CO), Individual/Small Group (IG), Self-contained (SC) and Low Incidence Self-Contained (LI) as appropriate.

#### **Minutes per Week:**

- Should reflect the special educator’s average minutes per week spent for each course number reported. The total minutes per week for all assignments in all school buildings should be consistent with the district’s available minutes per week prorated by FTE.

#### **Enrollment:**

- For teaching assignments, the enrollment column should reflect the number of students served in that assignment.
- For case management course number 198600, the enrollment column should reflect the number of IEPs case managed by the educator.

#### **Teaching Assignments - Definitions/Instructions:**

- **Note for Early Childhood Special Education programs** - All personnel serving children ages 3, 4, and 5 (5 defined as pre-kindergarten eligible, turning 5 after August 1) must be reported with Program Code 17 and Grade Level PK. Personnel working with children ages 5K (defined as kindergarten eligible, turning 5 before August 1) and 6, in an early childhood program, must be coded with a separate assignment using a combination of Program Code 17 and Grade Level K. This combination will identify ECSE services being provided to Kindergarten-eligible children.
- **Direct Service/Instruction Special Education (195000)** – Direct service or instruction delivered by special education teachers to school-aged special education students with any disability diagnosis. This course code should be used if none of the following 19xxxx teaching assignment course codes are applicable. See below for programs designed for visually or hearing impaired or severe developmentally delayed students, speech/language instruction and departmentalized instruction for special education.
  - Grade levels: K, 01-17
  - Program Codes: 06, 09, 16, 17 and 19
  - Delivery systems: CO, IG, SC and LI
  - Certification requirement: Any special education certification

- **Direct Service/Instruction Visually Impaired (195100), Hearing Impaired (195200), Severe Developmental Delays (195300)** – Direct service or instruction delivered by special education teachers to early childhood or school-aged special education students with visual or hearing impairments or severe developmental delays in settings designed for students with these disability diagnoses. This code does not preclude services to be coded as 195000 when students with these diagnoses are included in a classroom with other students.
  - Grade levels: PK, K, 01-17
  - Program Codes: 06, 09, 16, 17 and 19
  - Delivery systems: CO, IG, SC and LI
  - Certification requirements: VI, HI or SDD certification, as appropriate
- **Direct Service/Instruction Early Childhood Special Education - ECSE (195400)** – Direct service or instruction delivered by special education teachers to students receiving ECSE services. If the teacher or aide is assigned two classes (1/2 day program each), they are reported with two assignments. (Speech/language pathologists working with ECSE students ages 3, 4, and 5 are reported with Course Code 195500 and Program Code 17.)
  - Grade levels: PK, K
  - Program Code: 17 or 06 (see note for Early Childhood Special Education programs above). Program codes 09 and 19 as appropriate.
  - Delivery systems: CO, IG, SC and LI
  - Certification requirements: For program code 17, ECSE Certification. Payment for ECSE programs is requested through the ECSE web application.
- **Direct Service/Instruction Speech/Language Pathology (195500)** – Direct service or instruction for speech/language pathology delivered by speech/language pathologists or approved implementers to special education students.
  - Grade levels: PK, K, 01-17
  - Program Codes: 06, 09, 16, 17 and 19
  - Delivery system: CO and IG
  - Certification requirements: Student Services SLP Certification from the State Board of Education or license from the Missouri Board of Healing Arts or approval for the implementer model.
- **Departmentalized Instruction for Special Education Communication Arts (195610), Mathematics (195620), Science (195630) or Social Studies (195640)** – Instruction to special education students in a setting (resource or self-contained) where the special education teacher is providing the student's initial or only content instruction. This course number is differentiated from services where the special education teacher is re-teaching or otherwise supporting content that has been presented initially by a general education teacher certificated in that area. Uses delivery system SC only.
  - Grade levels: 7-15
  - Program Codes: 06, 09, 16, 17 and 19
  - Delivery system: SC
  - Certification requirements: Any special education certification (subject to NCLB requirements and federal/state statutes and regulations)
- **Community Based Instruction (195700)** – Systematic skill training of students with disabilities within the natural community setting where such skills are used, as identified in the IEP. This instruction is for special education students only, and should not include career education classes in which general education students would enroll. Example: Student participation in a community based instruction program at a local grocery. This participation may ease/enhance the development/maintenance of mathematics skills in the area of financial management, budgeting and independent living for student participants.
  - Grade levels: 8-14
  - Program Codes: 06, 09, 16, 17 and 19
  - Delivery system: IG
  - Certification requirements: Any special education certification.

- **Work Experience Instruction (195800)** – Work experience instruction is limited to students with disabilities whose Individualized Education Programs (IEPs) indicate the need for work experience in a competitive setting. Program goals include the acquisition of skills related to performing work under supervision, as well as job-related skills. Work experience instruction also includes the participation of students with disabilities who are engaged in work experience through the Division of Vocational Rehabilitation's Cooperative Work Experience (COOP) Program.
  - Grade levels: 8-14
  - Program Codes: 06, 09, 16, 17 and 19
  - Delivery system: IG
  - Certification requirements: Any special education certificate and identification as a Work Experience Coordinator (WEC).

#### **Case Management and Caseload – Definitions/Instructions**

- **Case Management of IEPs (198600)** – Minutes per week would include time spent planning for and attending IEP meetings as well as other required special education meetings. Report the total number of IEPs case managed in the Enrollment field on Screen 20 which is the number of IEPs the teacher is responsible for on a case manager basis, regardless of which teacher may be actually implementing the IEP.
  - Grade levels: PK, K, 01-17 (not required)
  - Program Codes: 06, 09, 16, 17 and 19
  - Delivery system: Not applicable
  - Enrollment: The number of IEPs case-managed by the special educator
  - Certification requirements: Any special education certification

#### **Non-Teaching Assignments – Definitions/Instructions:**

- **Consult with General/Special Education (193000)** – Time spent by special education teachers consulting or collaborating with general or special education teachers regarding instructional practices or coordinating instruction for students as necessary to implement IEPs. This is time above and beyond the instructional planning time required for all teachers.
  - Grade levels: Not required
  - Program Codes: 06, 09, 16, 17 and 19
  - Delivery system: Not required
  - Certification requirements: Any special education certification
- **Testing (193100)** – Time spent by special education teachers in testing/assessment/evaluation of students with disabilities or students suspected of having disabilities and time spent writing evaluation reports.
  - Grade levels: Not required
  - Program Codes: 06, 09, 16, 17 and 19
  - Delivery system: Not applicable
  - Certification requirements: Any special education certification

#### **Special Education Co-ops and Shared Teachers**

When a special education teacher serves in more than one district on a cooperating or shared basis, the full salary and FTE are shown by the contracting (fiscal agent) district only. Assignments in the fiscal agent district are indicated using Program Code 06. Assignments in the participating districts are shown by the fiscal agent using Program Code 09. Participating districts shall indicate the fiscal agent county-district code in the header information on Screen 18, Educator/Assignment Data, and indicate the assignment for the teacher in their district using Program Code 19.

#### **Special Education Teacher Aides**

Report aides using the same assignment line information as the teacher to whom assigned.

#### **Personnel Working with ECSE Programs**

Personnel working with ECSE programs must be reported with Program Code 17 and Grade Level PK in order to receive appropriate credit on the district's ECSE Final Expenditure Report.

**Ancillary Personnel**

Refer to Exhibit 10 for course code listings and the *Missouri State Plan for Special Education – Personnel Standard* table in section 6 for the certification/license requirements. *The Missouri State Plan for Special Education* can be found at: <http://www.dese.mo.gov/divspeced/stateplan/index.html>. See the Division of Special Education web site (<http://www.dese.mo.gov/divspeced/DataCoord/personnel.html>) for reporting examples.

**Other Pupil Personnel**

For Course Code 887900, Other Pupil Personnel, the specific job title must be entered on the comment line of screen 20.